

NASA SHARED SERVICES CENTER

SES Case Documentation-Rank Awards Service Delivery Guide

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Approved by

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Date

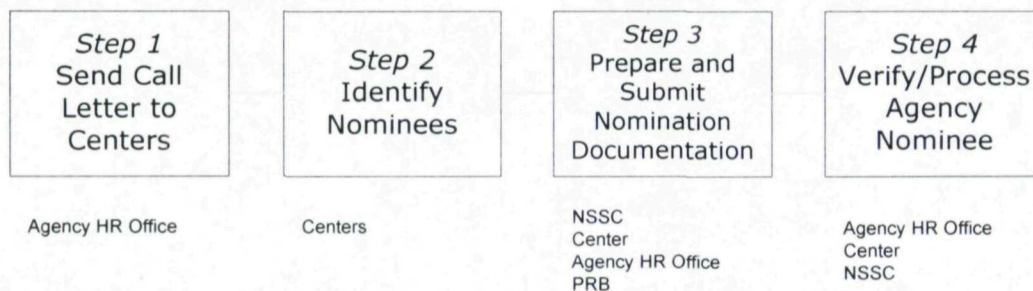
SES Case Documentation—Rank Awards

Introduction

Each year, the President recognizes and celebrates a select group of career members of the Senior Executive Service (SES) and Senior Level Scientific and Professional (SL/ST) corps for outstanding leadership accomplishments and service over an extended period of time. There are two categories of rank awards: Distinguished and Meritorious. Award winners are chosen through a rigorous selection process. They are nominated by their agency heads, evaluated by boards of private citizens, and approved by the President. Centers and NASA Shared Services Center (NSSC) will support the Agency in preparation of nomination packages.

Process

Overview of SES Case Documentation—Rank Awards Process



Roles and Responsibilities	Action	Tips
Step 1 OHCM Send Call Letter to Centers	Upon receipt of Call Letters for Nominations from OPM, the OHCM sends a Call Letter to Centers for nomination recommendations. Output: Call Letter	OHCM usually dispatches these in November with approximately a month turn-around. The call letter includes rules and regulations, evaluation criteria, tips and additional instructions on package preparation.
Step 2 Centers	Centers will identify nominees and submit their nominations to NSSC with all relevant	See detailed call letter for information that might be relevant to a

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Roles and Responsibilities	Action	Tips
Identify Nominees	information.	nominee's justification.
<p>Step 3 NSSC Center</p> <p>Prepare Nomination Documentation</p>	<p>Output: Nominees for Rank Awards; documentation/information on nominees</p> <p>NSSC prepares the documentation for each nominee and sends it to the respective Centers for review. NSSC will work with the nominee, or nominating official in drafting the documentation to ensure a complete, focused submission. Documentation must be well-written and thorough to enable a competitive nominee. After Centers complete their review, (and work with NSSC on needed edits/revisions) they send the nominations to the Mission Directorates (MD) for integration/approval. The Center submits the approved nominations, with documentation, to the OHCM.</p> <p>Output: Reviewed and approved Nomination Documentation</p>	<p>Nominees may be contacted directly for input to ensure details are correct and inclusive.</p> <p>Review OPM details via website which is provided in Call Letter; Forms may be located there, as well.</p> <p>Nominations are made both in hard copy and email.</p>
<p>Step 3 OHCM</p> <p>Review Nomination Documentation</p>	<p>Upon receipt of Nomination Documentation from MD, the OHCM will review them for accuracy and completeness; they will also resolve any issues with the documentation through the Center contact. The Nomination Documentation is sent to the Performance Review Board (PRB). The PRB will review, prioritize and integrate all nominations then make their nominee recommendations to the Senior Executive Committee (SEC). The SEC will review the nominations of direct reports as well as PRB members and incorporate them along with the Administrator's nominations into the PRB's nomination list. This integrated, prioritized list of all nominations will then be forwarded to the NASA Administrator. The OHCM will obtain the Administrator's signature for the recommended nominees. Concurrently, the OHCM will vet the nomination list through the Agency Security Office, Equal Employment Opportunity Office, General Counsel, and the Inspector General to ensure that all names are clear of any circumstances that may be an embarrassment to the Agency. The final nomination list along with documentation will be submitted to OPM.</p>	<p>Additional information may be required should the Agency note any inaccurate or incomplete packages.</p> <p>Review and selection is usually made by early January by the Administrator.</p>

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Roles and Responsibilities	Action	Tips
<p>Step 3 OPM Review Nominations and Make Selection</p> <p>Step 4 OHCM</p> <p>Step 4 OHCM Notify Centers and Administrator</p> <p>Step 4 NSSC Process Personnel Payroll Action</p>	<p>Output: Finalized nominations</p> <p>OPM will convene panels of private citizens to review nominations and recommend selections. OPM will do a complete background investigation on the selected Distinguished nominees. OPM will send nominee list along with instructions on how to remove names, if necessary, to OHCM for reverification of appropriateness.</p>	
	<p>Output: N/A</p> <p>OHCM will again vet the nomination list through the Agency Security Office, Equal Employment Opportunity Office, General Counsel, and the Inspector General, obtain the Administrator's signature on cleared list and return the signed list to OPM.</p>	
	<p>Output: Final cleared list of nominees</p> <p>After the President's approval, OPM will send the Agency's recipient list to the Agency HR Office. The Agency HR Office will notify Centers and Administrator of the recipients. The Administrator and/or Center will notify the recipients that they have been selected for the SES Rank Award.</p>	<p>Some additional information such as an electronic photo and summary writeup may be required for Distinguished may be required for selectees. OHCM will request this information from Center Contacts when notified by OPM (usually Jan./Feb. timeframe).</p>
	<p>Output: N/A</p> <p>NSSC processes any necessary personnel payroll action.</p> <p>Output: Completed payroll action</p>	

Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
OHCM	Agency Call Letter	Centers	Within 1-2 weeks of receipt
Centers	Nominees identified	NSSC	Within 14 days of Call Letter Notification

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Service Specification

			receipt
NSSC	Nomination Documentation	Centers	Within 10 days of Nominee list receipt
Centers	Reviewed Nomination Documentation	Mission Directorate	Within 3 days of receipt
Mission Directorate	Approved Nomination Documentation	OHCM	Within 2 days of receipt
OHCM	Nomination Documentation	Performance Review Board	Within 1 week of receipt
Performance Review Board	Nominee recommendation List	Senior Executive Committee	Within 3 days of receipt
Senior Executive Committee	Nominee recommendation List	Administrator	Within 3 days of receipt
OHCM	Nominee list and documentations	OPM	Within 3 days of receipt
NSSC	Completed payroll action	Centers	Within 2 days of receipt

Privacy Data

Individual personnel record, and in particular name and social security number, must be protected under Federal guidelines.

System Components

Existing Systems

<i>IT System Title</i>	<i>IT System Description</i>	<i>Access Requirements</i>	<i>IT System Interfaces</i>
<i>SES Case Documentation- Presidential Rank Awards and Documentation</i>	<i>Prepare and review packages for approval of SES bonuses and rank awards that may include managing and tracking results. (Office of human Capital Management will continue to determine and distribute budget and issue policies, guidelines and</i>	<i>TBD</i>	<i>Web access to FPPS(or eGov successor system) data warehouse and electronic posting to the electronic official employee record (EOER) and OPM Executive information System</i>

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Service Specification

	<i>procedures).</i> <i>Located at NASA</i> <i>Centers.</i>		
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Contact Center Strategy

Refer to Contact Center Call Management Strategy

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Appendix X

SES Case Documentation—Rank Awards

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Service Specification

Start

Office of Personnel
Management (OPM)

Send Call Letter to
Agencies for
Nominations

Agency HR
Office

Send Call Letter to
Centers
(See Note 1.)

NASA Center

Identify nominees

NSSC

Submit
nominations to
NSSC
(See Note 3.)

Prepare
nomination
document
(See Note 2.)

Reviews
nomination
document and
submits
nominations to the
Mission
Directorate for
integration/
approval

Mission
Directorate (MD)

Reviews
nomination
document &
integrates/
approves

Submit
nominations
with
documentation
to Agency HR .
(See Note 4.)

A

Note 1:
Call letter includes rules and
regulations, evaluation criteria,
and tips and additional
instructions on package
preparation

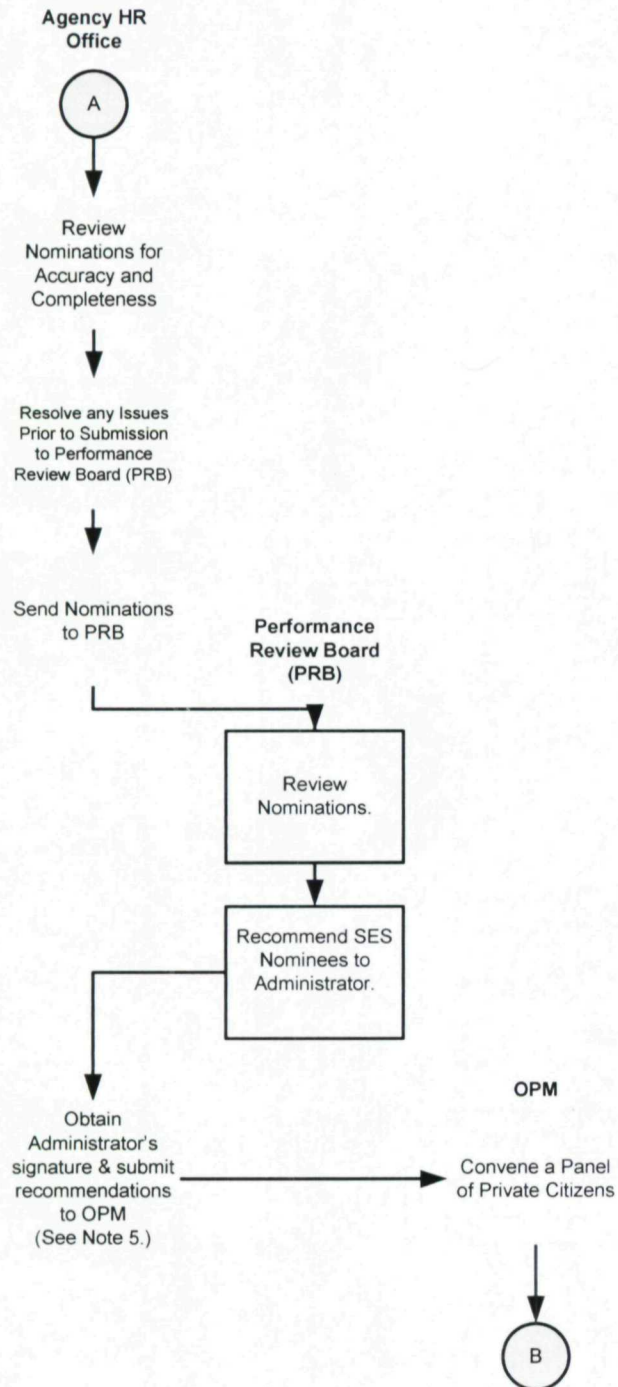
Note 2:
Includes interviews.

Note 3:
Also submit info NSSC will need
to enable development of
documentation.

Note 4:
Approximately 40 per year.

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Service Specification

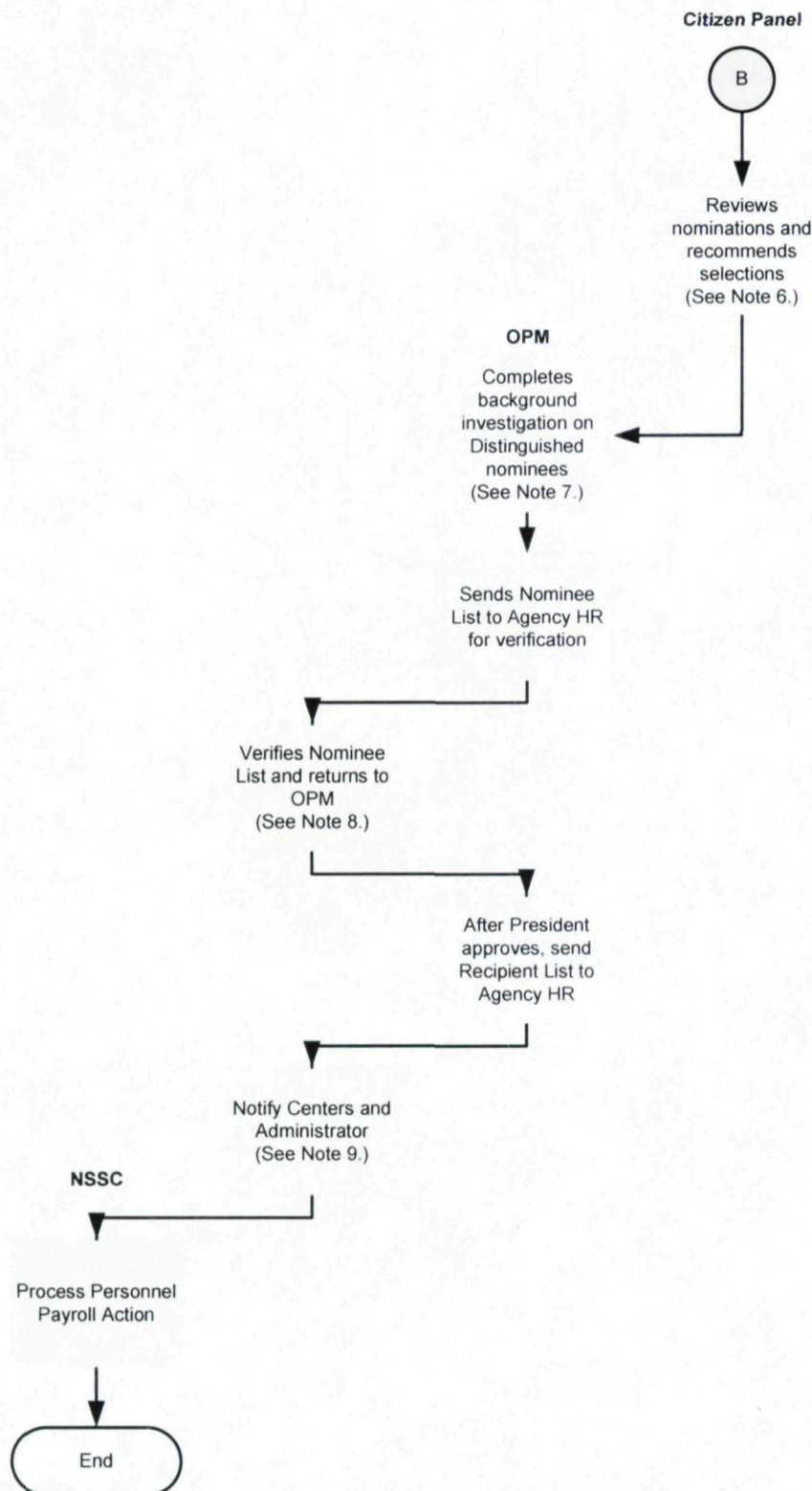


Note 5:

Concurrently vet nominations with:

- Agency Security Office
- Equal Employment Opportunity Office
- General Counsel
- Inspector General

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Note 6:

- Separate Panels for Meritorious and Distinguished
- Review Based on 5 Executive Core Qualification (ECQ) Measures
- Can take up to nine months to complete citizen panel review

Note 7:

OPM requires supervisor, peer, and subordinate contacts for each distinguished nominee

Note 8:

Vetting and re-check process with:

- Agency Security Office
- Equal Employment Opportunity Office
- General Counsel
- Inspector General
- To make certain no names included have cases pending or settled against them that may cause the agency embarrassment before the Administrator submits the names to OPM

Obtain Administrator's signature.

Note 9:

Administrator may personally notify recipients